

# SUBMITTING A VIDEO/AUDIO ASSIGNMENT

Your instructor may ask you to submit a video or audio file for an assignment. Instructors receive submitted assignments through ulearn.

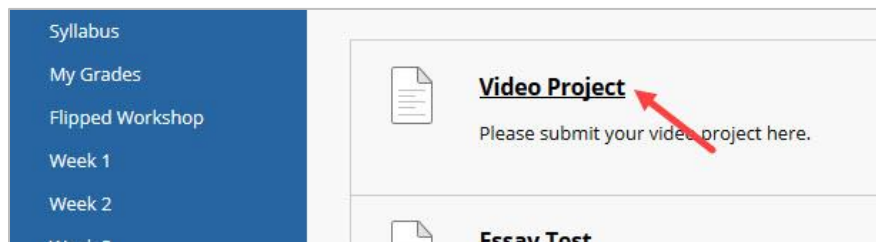
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## Instructions

1. From the left-hand menu, click on the week or content area where the assignment is located.



2. Click on the name of the assignment.

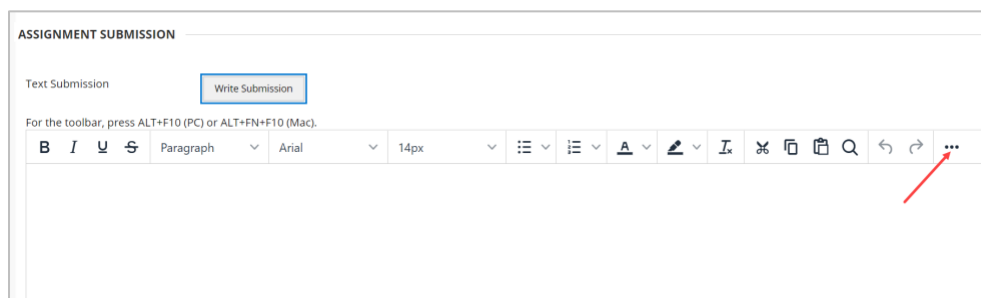


3. Click on **Write Submission**.



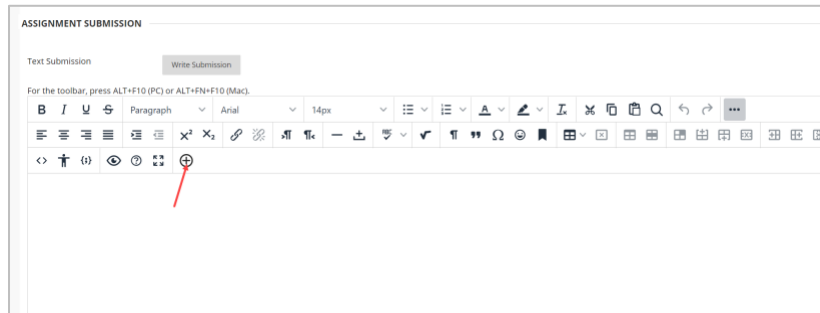
**Note:** Since video and audio files are often large files, never submit them through the **Browse My Computer** option.

4. From the tool bar in the text box, click on the three small dots to expand the menu.

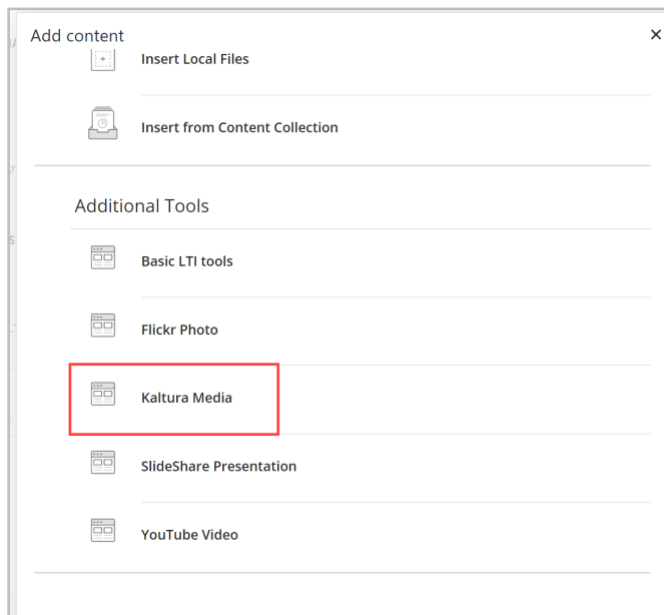


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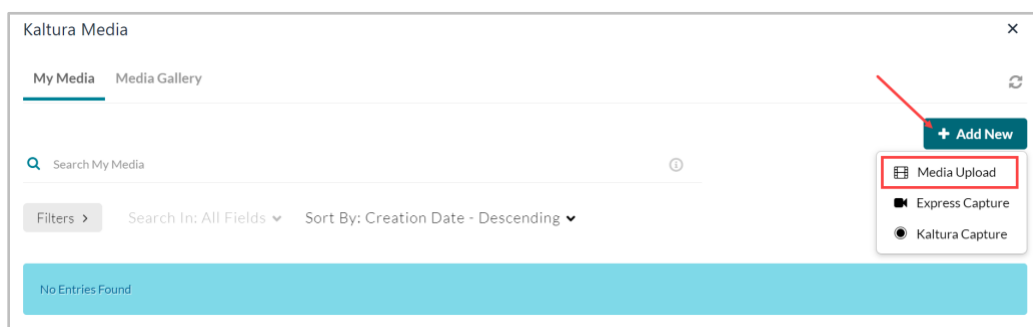
5. Click on the **Add Content** icon.



6. Click on Kaltura Media.

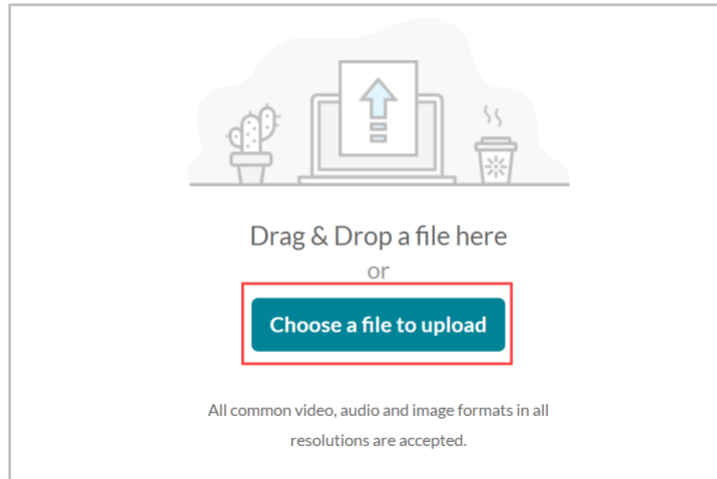


7. To upload a video from your computer, click on **Add New** in the upper right hand corner, then select **Media Upload**. To record a video directly to Kaltura, click on **Express Capture**.

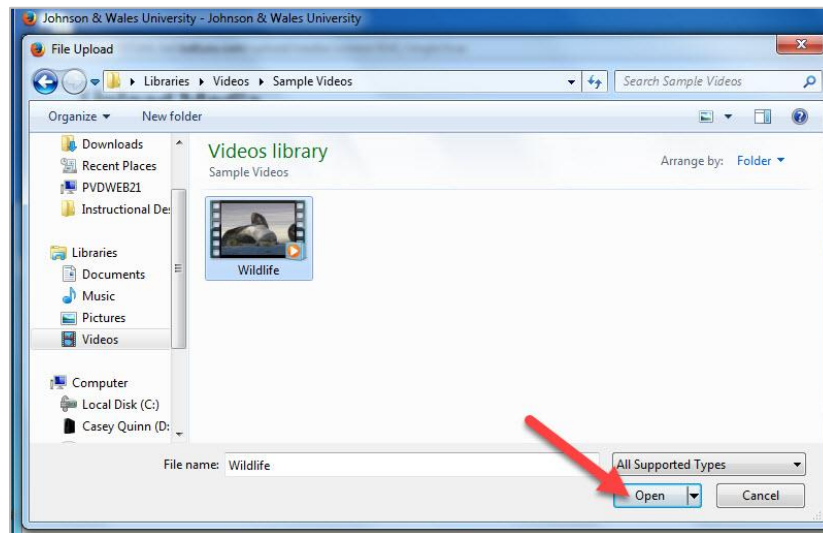


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8. Click on Choose a file to Upload.

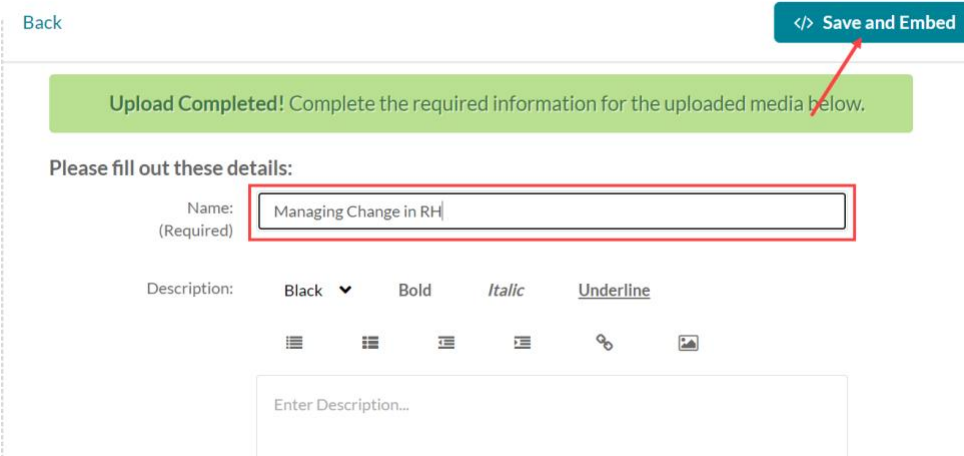


9. Locate the file on your computer and click **Open**.



10. Once the video file has finished uploading, click **Save and Embed**.

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Back <> Save and Embed

Upload Completed! Complete the required information for the uploaded media below.

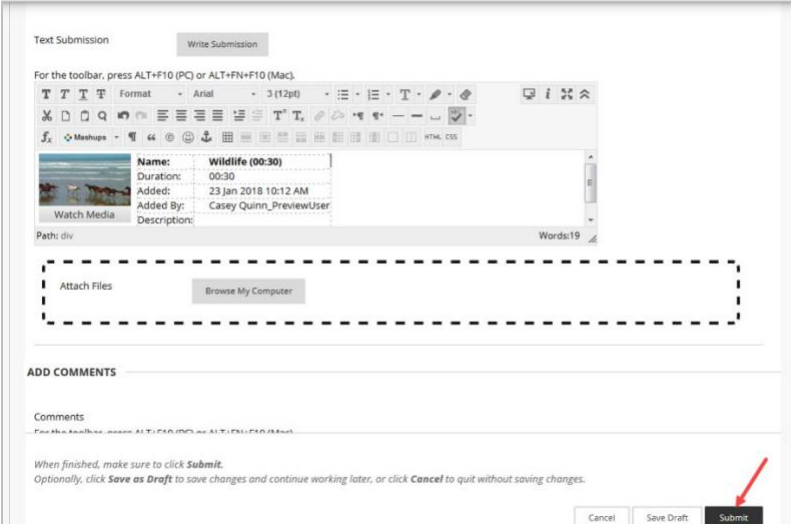
Please fill out these details:

Name: (Required)

Description: **Black** **Bold** *Italic* Underline

Enter Description...

11. Click **Submit** to submit your assignment.



Text Submission Write Submission

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**Name:** Wildlife (00:30)  
**Duration:** 00:30  
**Added:** 23 Jan 2018 10:12 AM  
**Added By:** Casey Quinn\_PreviewUser  
**Description:**

Attach Files Browse My Computer

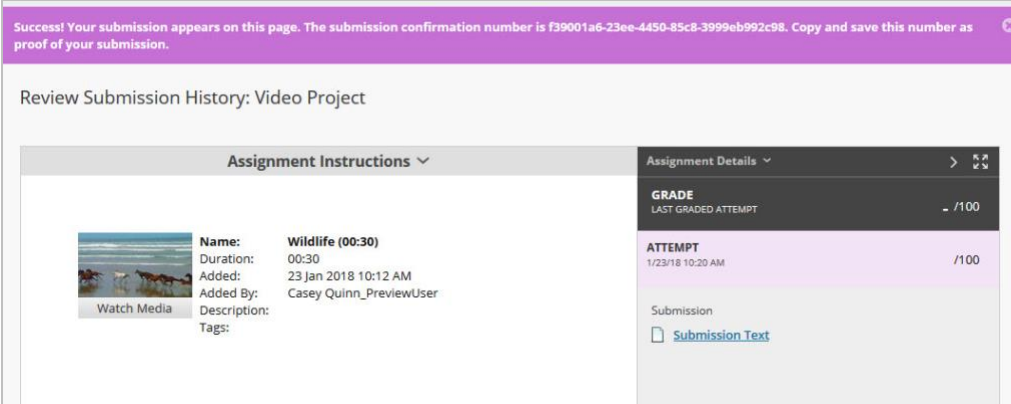
**ADD COMMENTS**

Comments

When finished, make sure to click **Submit**.  
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.


Cancel Save Draft Submit

12. A confirmation page will display when the assignment has been successfully submitted.



Success! Your submission appears on this page. The submission confirmation number is f39001a6-23ee-4450-85c8-3999eb992c98. Copy and save this number as proof of your submission.

Review Submission History: Video Project

Assignment Instructions		Assignment Details	
	<b>Name:</b> Wildlife (00:30) <b>Duration:</b> 00:30 <b>Added:</b> 23 Jan 2018 10:12 AM <b>Added By:</b> Casey Quinn_PreviewUser <b>Description:</b> <b>Tags:</b>	<b>GRADE</b> LAST GRADED ATTEMPT	- /100
		<b>ATTEMPT</b> 1/23/18 10:20 AM	/100
		Submission	<a href="#">Submission Text</a>